



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1710.14D  
JPAO

1 JAN 2001

## AIR STATION ORDER 1710.14D

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MARQUEE/ELECTRONIC SIGNS INFORMATION SYSTEM

Encl: (1) Marquee/Electronic Signs Information Request Form

1. Situation. This Order is to establish operating procedures for the use of the marquee/electronic signs information system.

2. Cancellation. AirStaO 1710.14C.

3. Mission. The guidance established in this Order will allow appropriate information of community wide interest to be disseminated utilizing the marquee/electronic signs in an effective and timely manner.

4. Execution

### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. With this Order, guidance will be established for submittal of requests for posting of information to the marquee/electronic signs information system. The Joint Public Affairs Officer is the cognizant agent for use of the marquee/electronic signs and is responsible for posting and canceling announcements.

### (2) Concept of Operations

(a) All requests must be channeled through the Joint Public Affairs Office. Information submitted will be edited for brevity, clarity, and propriety.

(b) These signs will be used for messages of general interest to personnel aboard the Air Station. These may include, but are not limited to, welcome aboard announcements, changes of command, recreational activities, safety announcements, service announcements such as power or water outages, flag conditions, closures or shut downs, club events, and community events both on and off base. (Off base events must be secular and non-profit oriented and will be posted on a space available basis).

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(c) Organizations/units that desire information to be posted on the marquee/electronic signs will submit the requests in writing using the enclosure. Requests will be sent to the Joint Public Affairs Office, Bldg 198. Requests may also be submitted via e-mail at [windsock@cherrypoint.usmc.mil](mailto:windsock@cherrypoint.usmc.mil). The subject line should state "Marquee Request." Ensure e-mail provides all information requirements noted in the enclosure. Submittals must be in at least five working days prior to requested posting date.

b. Subordinate Element Missions. The Director of Facilities is responsible for the repair and maintenance of the marquee/electronic signs.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.

*W. C. Darner*  
W. C. DARNER  
Chief of Staff

DISTRIBUTION: A & B

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Marquee/Electronic Signs Information Request Form

From: \_\_\_\_\_  
(Unit or Directorate)

To: Joint Public Affairs Officer \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date/Time Received by JPAO \_\_\_\_\_  
(JPAO USE ONLY)

Unit POC \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Registration or Relevant Deadlines \_\_\_\_\_

It is requested that the following information/announcement/message be placed on the marquees/electronic signs:

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It is understood that message may be modified to fit within the capabilities of the marquees/electronic signs.